



Accident and Injury Report Form



DEALING WITH AN INCIDENT / ACCIDENT

Coaches are responsible for a group or players, and as such have a responsibility to ensure their safety in a given situation. When an emergency situation occurs it is vital everyone knows what to do and how to do it. When things go wrong people are exposed to serious and immediate danger. Special procedures are put in place to deal with these emergency outcomes. Reactions should be very similar to the details listed below:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- If appropriate, remove player from any cause of danger and apply simple first aid if required.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Ensure the safety & comfort of others.
- Contact the injured persons parents or carers.
- Complete an incident/accident report form below.



Accident and Injury Report Form

Please complete this form as soon after the incident as possible and send to secretary@horwichmiafc.com. A copy should be made available to the venue so they can perform a Health & Safety inspection. Parents of an injured minor may also request a copy of this form.

Details of person completing this report

Full name:-----

Role:-----

Contact Number -----

Details of person injured/hurt

Full name:-----

Role:-----

Contact Number -----

Details of incident/accident

Location:-----

Time: -----Date:-----

Events, accident, injury & cause: -----

Treatment given at site and by whom: -----

Were the emergency services called? -----

Did the injured person require a hospital visit ?-----

Signed: -----Date: -----